

Chapter 2.15

FINANCE DEPARTMENT

(3752-11/06, 3807-8/08, 3907-3/11)

Sections:

- 2.15.010 Establishment
- 2.15.020 Objectives
- 2.15.030 Director--Powers and duties
- 2.15.040 Appointment of subordinates
- 2.15.050 Financial and Accounting Duties of City Clerk Transferred

2.15.010 Establishment. There is hereby established a Finance Department which shall include the staff functions of finance, and purchasing.

2.15.020 Objectives. The objectives of the department shall be to establish, facilitate and maintain support to City operating departments.

2.15.030 Director-Powers and duties. The Director of Finance shall be appointed by the City Manager. The Director shall have the following powers and duties: (3807-8/08, 3907-3/11)

- (a) Direct, plan, organize and coordinate programs and activities of the Finance Department;
- (b) Establish and maintain a system of financial procedures, accounts and controls for the City government and each of its offices, officers, departments and agencies;
- (c) Provide direction for the control of all expenditures to insure that budget appropriations are not exceeded;
- (d) Manage the business license functions including the issuance of permits.
- (e) Direct and administer the City's centralized purchasing function with regard to procurement of all supplies, services and equipment for all City departments and agencies of the City.
- (f) Administration and enforcement of appropriate sections of Title 5 of the Huntington Beach Municipal Code relating to business licensing.
- (g) Administer and enforce all Municipal Code regulations including but not limited to:
 - (1) Huntington Beach Municipal Code Licensing Procedures
(Chapter 5.08)
 - (2) Huntington Beach Municipal Code Natural Resources Production
(Chapter 5.32)
 - (3) Transient Occupancy Tax
(Chapter 3.28)
 - (4) Late Charges
(Chapter 3.48)

(5) Service Connections
(Chapter 14.08)

(6) Fees, Rates and Deposits
(Chapter 14.12)

- (h) Establishes and controls all bank accounts, negotiates services and contracts with bank, and handles returned checks and reconciliation thereof. (3907-3/11)
- (i) Collects and deposits or causes to be deposited monies owed to the City whether by tax, fee, charge, judgment, settlement or otherwise; utilizes letters, phone calls, and collection agencies as required; and may write off uncollectible items up to \$10,000 without further authorization, between \$10,000 and \$50,000 with the prior approval of the City Manager and in excess of \$50,000 with City Council approval only, in furtherance of the City Treasurer's duties under the City Charter. (3907-3/11)
- (j) Makes cash flow projections on a weekly and monthly basis. (3907-3/11)
- (k) Receives all City monies including taxes, fees, water, sewer and trash fees including oil well royalties and transient occupancy taxes in furtherance of the City Treasurer's duties under the City Charter. (3907-3/11)
- (l) Maintains all trusts, bonds, security agreements, and funds for the City including the filing, depositing, refunds and releases, letters of release, and inquiries relating thereto. (3907-3/11)

2.15.040 Appointment of subordinates. The Director, with the approval of the City Manager, shall appoint all other officers, assistants, deputies and employees of the Finance Department. (3907-3/11)

2.15.050 Financial and Accounting Duties of City Clerk Transferred. In accordance with Government Code sections 37209 and 40805.5, the financial and accounting duties imposed upon the City Clerk by Government Code sections 40802 through 40805 are hereby transferred to the Director of Finance. (3907-3/11)